

**WEST VIRGINIA  
SECRETARY OF STATE**

**JOE MANCHIN, III**

**ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

**FILED**

2005 JAN 12 P 4: 51

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Council for Community & Technical College Education TITLE NUMBER: 135

CITE AUTHORITY: WV Code §18B-1-1A; 18B-2B-6; 18B-3C-2

RULE TYPE: PROCEDURAL X INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE \_\_\_\_\_

CITE STATUTE(s) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW  
\_\_\_\_\_

AMENDMENT TO AN EXISTING RULE: YES \_\_\_\_ NO X

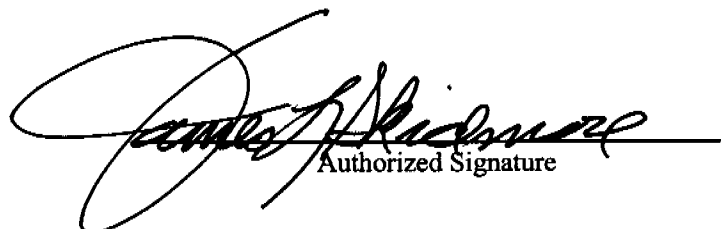
IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_  
\_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 23

TITLE OF RULE BEING PROPOSED: Standards and Procedures for Undergraduate Admissions  
at Community and Technical Colleges  
\_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS February 11, 2005

  
Authorized Signature

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION  
SERIES 23  
STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS  
AT COMMUNITY AND TECHNICAL COLLEGES**

**SECTION 1. GENERAL**

- 1.1 Scope -This rule establishes standards and procedures for institutional admissions policies for community and technical colleges.
- 1.2 Authority - West Virginia Code § 18B-1-1A; 18B-2B-6; 18B-3C-2
- 1.3 Filing Date – January 12, 2005
- 1.4 Effective Date – February 11, 2005

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**SECTION 2. STATEMENT OF PRINCIPLES**

- 2.1 It is the intent of the Council for Community and Technical College Education that West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the council continues to encourage the development of academic programs which allow citizens throughout West Virginia to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the council that admissions policies at the state-supported community and technical colleges should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources.
- 2.2 In recognition of the diverse educational programs offered by the different community and technical colleges, the council considers it more appropriate to establish basic statewide guidelines and standards than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the council has identified certain basic policies and provisions around which specific institutional admissions policies and practices are to be developed.

**SECTION 3. BASIC ADMISSIONS STANDARDS**

- 3.1 As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of federal, state and community resources, institutional admissions policies shall incorporate the following basic standards.
- 3.2 Regular admission to community and technical colleges is open to any person who has a high school diploma or meets General Educational Development

(GED) requirements. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

- 3.3 While it is not required that students who are admitted to the community and technical colleges submit ACT or SAT I test scores, students, particularly those entering college directly from high school, are strongly encouraged to complete the ACT or SAT I assessment. These tests are primary assessments for determining placement of entering freshmen in the first credit courses in English and mathematics.
- 3.4 Transfer Students. Students seeking transfer admission or readmission to a community and technical college must meet the institution's basic admission standards.

#### **SECTION 4. INSTITUTIONAL ADMISSIONS PROCEDURES**

- 4.1 High school transcripts are required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.
- 4.2 Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.
- 4.3 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment.

#### **SECTION 5. INSTITUTIONAL ADMISSIONS POLICIES**

- 5.1 Institutional admissions policies shall be comprehensive and stated in specific terms and shall include any general admissions requirements of the institution, as well as additional requirements for entry into specific programs.
- 5.2 All institutional admissions policies shall be submitted to the council for evaluation in terms of their compatibility with stated council policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the council prior to their actual implementation at the institutional level.
- 5.3 All institutional admissions policies shall be consistent with existing council policies and applicable State and Federal regulations regarding nondiscrimination.
- 5.4 Subject to council approval, institutions may establish admission standards more rigorous than those established by this rule for admission into specific programs.



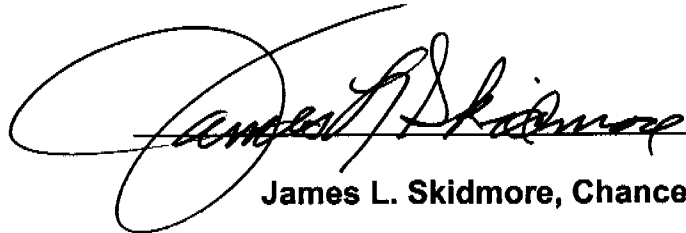
**WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

**Title 135  
Series 27**

**Standards and Procedures for Undergraduate Admissions  
At Community and Technical Colleges**

**The established comment period for the proposed procedural rule began on December 7, 2004, and ended on January 10, 2005. Interested groups were notified and no comments were received.**

A handwritten signature in black ink, which appears to read "James L. Skidmore". The signature is written over a horizontal line.

**James L. Skidmore, Chancellor**